

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda:

1. Introduction of IQAC composition, functions & activities to new core committee members
2. Introduction of core entities of college & review of its functioning
3. Review of quality enrichment of institution through accreditation process
4. Monthly outcome reports
5. Forms & Formats
6. Any other relevant item

Date of Meeting: 16/1/2023

Time: 11am

Venue: IQAC Office

To: Principal

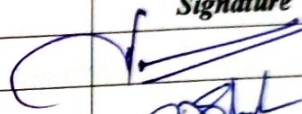
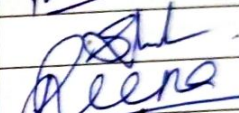
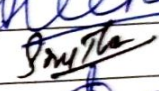
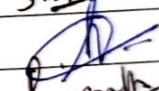
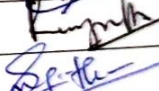


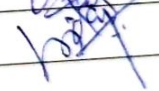
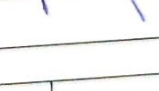
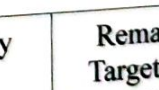
CC: Coordinator & Members

Date of issue: 16/1/2023

Ref: COMM/IQAC(C)/01

Pages: 3

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M -Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Viswam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 11am		
	Agenda: <ol style="list-style-type: none"> 1. Introduction of IQAC composition, functions & activities to new core committee members 2. Introduction of core entities of college & review of its functioning 3. Review of quality enrichment of institution through accreditation process 4. Monthly outcome reports 		

5. Forms & Formats
6. Any other relevant item

Discussion & Decisions taken.

- | | | |
|--|-------------|--------------------------------|
| 1. Coordinator briefed about the composition, functions & activities of IQAC to new core committee members | Coordinator | |
| 2. Coordinator introduced about different entities of college under IQAC especially the core entities. | Coordinator | |
| 3. Committee decided to review the activities of KCGPU, KSEC, KRCC, KIC, KCEC & Physical education department & entrusted the coordinator to prepare a schedule of presentation for review of previous activities & action plan for upcoming semester. | Committee | 16/1/23 |
| 4. Committee decided to implement the submission of Monthly Outcome Report (MOR) by each entity on the last working day of each month & entrusted (Dr.) Shyla C.K for the implementation of same. | (Dr.) Shyla | 30 th of each month |
| 5. Committee discussed the progress of preparation for NBA visits of all departments, preparation of AQAR for NAAC visit & uploading of details for NIRF ranking. | Committee | As per the schedule |
| 6. It was decided to streamline the forms & formats issued from IQAC & entrusted the secretary for the same. | Secretary | |
| 7. It was decided to conduct brain storming sessions each day to refine each activity starting from academic planning on 17/1/23. | Coordinator | Each day until 30-1-23 |
| 8. Meeting entrusted coordinator to prepare minutes of meeting & action taken report. | Coordinator | After each meeting |

Conclusion

All members decided to implement the decisions as per schedule

Dr. Bijesh Paul
Coordinator

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: 1. Academic Planning

Date of Meeting: 17/1/2023

Venue: IQAC Office

Time: 1pm

To: Principal

CC: Coordinator & Members

Date of issue: 17/1/2023

Ref: COMM/IQAC(C)/02

Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 1pm		
	Agenda 1. Academic planning 2. Schedule of presentation of core entities		
	Discussion & Decisions taken. 1. Four components of academic planning namely curriculum analysis, work load allocation, time table preparation & instructional resource preparation were identified. 2. Sub activities under each component were also identified. 3. Committee assigned each component to Dr. Remya, Dr. Bijesh, (Dr.) Shyla & Dr. Sajith for implementing & monitoring the activities. 4. Presentation for KCGPU & NSS was scheduled on 18-1-23.	IQAC Coordinator Coordinator Committee Coordinator	

Conclusion All members decided to implement the decisions as per schedule	Committee	Schedule listed below
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KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: 1. PLACEMENT STREAMLINING BASED ON THE PRESENTATION OF KCGPU

Date of Meeting: 19/1/2023

Time: 1.45 pm

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue: 19/1/2023

Ref: COMM/IQAC(C)/03

Pages: 4

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 1.45pm		
	Agenda		
	1. Enrichment of Placement cell & its activities		
	Discussion & Decisions taken.		
	1. Based on the presentation of KCGPU on 18-1-23 Committee decided to revamp & streamline KCGPU & its activities	Committee	19/1/23
	2. Committee decided to form three subsections for placement namely External cell or module, Recruitment conduction cell or module & Training cell or module	Coordinator	19/1/23
	3. Committee assigned each component to Prof Aju (P.O), Dr. Reena & (Dr.) Veena	Committee	19/1/23
	4. Committee decided to handover the proposal for the same to Principal	Coordinator	19/1/23
	Conclusion		
	All members decided to implement the decisions as per schedule	Committee	19/1/23

Dr. Bijesh Paul

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: 1. QUALITY ENHANCEMENT INITIATIVES

Date of Meeting: 20/1/2023

Time: 2.15 pm

Venue: IQAC Office

To: Principal

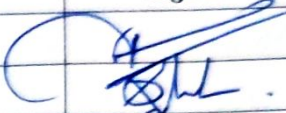


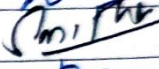

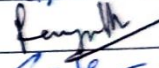




CC: Coordinator & Members

Date of issue: 20/1/2023

Ref: COMM/IQAC(C)/04

Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Viswam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2.15pm		
	Agenda 1. Quality Enhancement initiatives		
	Discussion & Decisions taken. 1. Progress of preparation for NBA visit of various departments was presented by Dr. Smitha. It was decided to conduct an elaborate meeting to review the same.	Dr. Smitha	23/1/23
	2. Progress of AQAR uploading was presented by Dr. Bijesh with respect to NAAC	Dr. Bijesh	25/2/23
	3. Committee assigned NIRF & Funding to Dr. Smitha, MOUs to Dr Sajith, Institutional Memberships to Dr. Biji, Autonomy to Dr. Reena & Patents to Dr. Ajay (Special Invitee)	Committee	As per schedule
	4. Committee entrusted coordinator to prepare an operating procedure for above mentioned entities.	Coordinator	21/1/23
	Conclusion		

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: 1. Review of previous semester activities of Pain & Palliative care unit under KSEC & presentation of action plan for next semester

Date of Meeting: 24/1/2023

Time: 2.45 pm

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue: 24/1/2023

Ref: COMM/IQAC(C)/05

Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	
11	Prof Raji & Rasiya as special invitees for the presentation of activities of pain & palliative care unit	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2.45pm		
	Agenda 1. Review of previous semester activities of Pain & Palliative care unit under KSEC & presentation of action plan for next semester		
	Discussion & Decisions taken. 1. Prof Raji & Rasiya presented the activities of previous semester. Four programs were conducted during last semester. 2. Action plan for upcoming plan was presented 3. Committee appreciated the unit for its activities in previous semester & endorsed action plan for upcoming semester. Further Committee recommended unit to form pain & palliative care units at nearby 5 schools & to act	Prof Raji Prof Raji Committee	24/1/23 Next semester Next semester

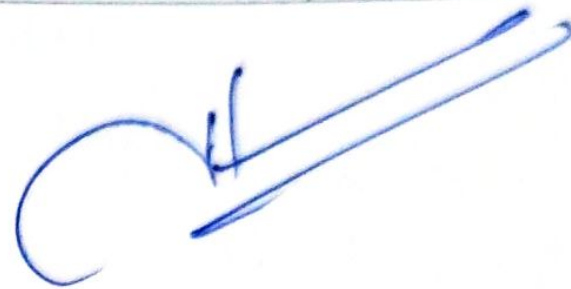
as a mentor for these school units

Conclusion

All members decided to implement the decisions as per schedule

Committee

24/1/23

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KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: 1. Review of previous semester activities of Women forum under KSEC as well as KRCC & presentation of action plan for next semester

Date of Meeting: 30/1/2023

Time: 2.00 pm

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue: 30/1/2023

Ref: COMM/IQAC(C)/06

Pages: 2

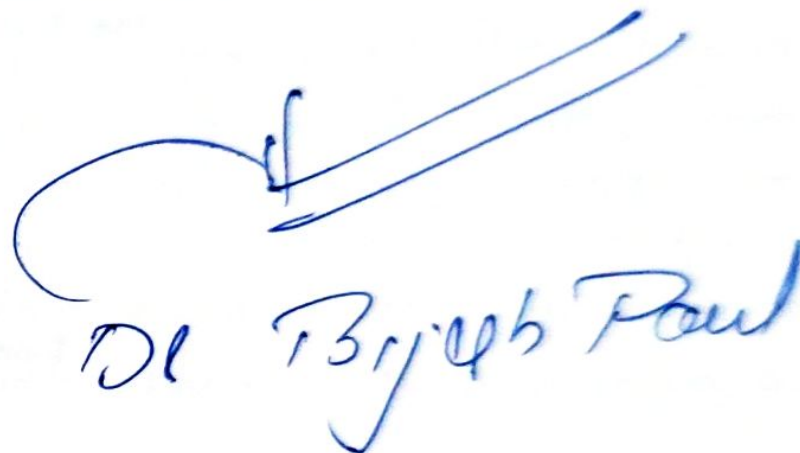
Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	
11	Prof Bushra as special invitee for the presentation of activities of Women Forum	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2.00pm		
	Agenda 1. Review of previous semester activities of Women forum under KSEC as well as KRCC & presentation of action plan for next semester		
	Discussion & Decisions taken. 1. Prof Bushra briefed about activities of women forum in last semester & about upcoming activities in next semester. 2. Committee suggested more programs in upcoming semester 3. Dr Smitha presented the activities of KRCC in previous semester & action plan for upcoming semester 4. Committee appreciated the efforts of KRCC & suggested	Prof Bushra Committee Dr Smitha	30/1/23 Next Semester 30/1/23

	to give targets to faculties & departments in 1. Publications, 2. Funded projects, 3. Consultancy, 4. Utilisation of research labs, 5. Society & industry driven student projects, 6. Guide ship & 7. no of PhDs produced	Committee	Next Semester
	Conclusion All members decided to implement the decisions as per schedule	Committee	30/1/23


Dr Brijesh Paul

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: 1. Review of Activities. 2. Activity Calendar (2022-23) 3. Presentation of different criteria of NBA

Date of Meeting: 17-2-23

Venue: IQAC Office

Time: 2.00 pm

To: Principal

CC: Coordinator & Members

Date of issue: 17-2-23

Ref: COMM/IQAC(C)/06

Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2.00pm		
	Agenda <ol style="list-style-type: none"> Review of activities Activity Calendar Presentation of different criteria of NBA 		
	Discussion & Decisions taken. <ol style="list-style-type: none"> Committee reviewed the activities conducted during January It was decided to make an academic cum activity calendar for the college & entrusted Dr. Bijesh for the same. It was decided to conduct criteria presentations for the same & entrusted Dr. Smitha for the same 	Committee Dr. Bijesh Paul Dr. Smitha K.M Committee	17/2/23 25/2/23 10/3/23 Next Semester

Conclusion All members decided to implement the decisions as per schedule	Committee	17/2/23
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KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: ASSIGNING SPECIFIC DUTIES FOR EACH CORE COMMITTEE OR APEX COMMITTEE MEMBER

Date of Meeting: 17-3-23

Time: 10.30am

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue 17-3-23

Ref: COMM/IQAC(C)/07

Pages: 2

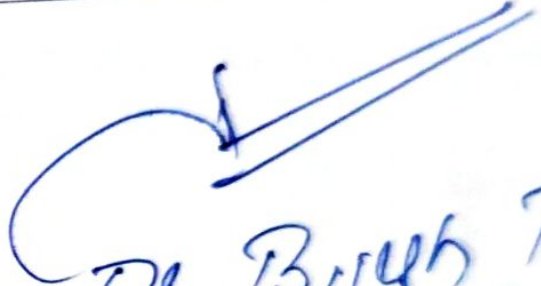
Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M-Member →	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member →	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Viswam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member →	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 10.30am		
	Agenda 1. Assigning of specific responsibility for each core committee member		
	Discussion & Decisions taken. 1. It was decided to form a core academic committee comprising of Dr. Bijesh, Dr. Remya & Dr Biji to spearhead academic activities 2. It was decided to entrust Dr Bijesh & (Dr.) Shaila regarding NAAC, Dr. Smitha & (Dr.) Shaila for NBA accreditation, Dr Smitha, Dr. Bijesh, Dr. Hidayathullah , (Dr.) Veena & (Dr.) Shaila for NIRF ranking. 3. (Dr.)Veena was entrusted to look into all matters regarding admission 4. A core research committee comprising of Dean Research, Dr. Sajith, Dr. Biji & Dr. Hidayathullah were entrusted		Academics Accreditation Admission Research

<p>with all research & related activities.</p> <ol style="list-style-type: none"> 5. It was decided to entrust Dean Student & Staff affairs to all matters pertaining to students & staff. 6. It was decided to entrust placement & Higher learning activities to Dr Reena & (Dr.) Veena 7. It was decided to entrust all administration activities to (Dr.) Veena 8. It was decided to entrust all innovation & Startup related activities to Dr Sangeetha 9. It was decided to entrust all official correspondence, MOR & documentation works to (Dr) Shaila. 		<p>Students & Staff Placement & Higher Studies</p> <p>Administration</p> <p>Innovation & Startups</p> <p>Documentation</p>
<p>Conclusion All members approved the decisions and decided to come up with action plans & strategy of implementation for the same.</p>	<p>Committee</p>	<p>17/3/23</p>












Dr. Bijesh Paul

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: 1. Action Plan for Kapricious -2023 & Admission 2023	
Date of Meeting: 10/4/2023	Time: 11am
Venue: IQAC Office	
To: Principal	
CC: Coordinator & Members	
Date of issue: 10/4/2023	
Ref: COM/190CC/18	Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M -Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 10am		
	Agenda 1. Action Plan for techno-managerial cultural fest Kapricious-2023 2. Action Plan for admission-2023		
	Discussion & Decisions taken. 1. Prof Veena briefed the committee regarding the action Plan & Its progress. 2. Prof Veena briefed the committee regarding the strategies for Admission-2023 & Committee endorsed the same.	Prof Veena (Coordinator) Prof Veena	April 28 & 29 August
	Conclusion All members decided to implement the decisions as per schedule		

 Dr. Bijesh Paul.

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: 1. Review of Kapricious -2023 & Updating of status of Admission 2023	
Date of Meeting: 8/5/2023	Time: 11am
Venue: IQAC Office	
To: Principal	
CC: Coordinator & Members	
Date of issue: 8/5/2023	
Ref: COMM/IQAC(C)/109	Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M -Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 11am		
	Agenda 1. Review of Kapricious -2023 2. Status of Admission 2023.		
	Discussion & Decisions taken. 1. Prof Veena briefed the committee regarding the conduct of Kapricious 2023 & committee congratulated the coordinator for the successful completion of the same. 2. Prof Veena updated the committee regarding admission status & two new courses & committee discussed about the strategies for enhancing admission.	Prof Veena (Coordinator) Prof Veena	Completed August
	Conclusion All members decided to implement the decisions as per schedule		

Dr. Bijesh Paul

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: 1. Convocation-2023 2. Placement Drive 3.KTU Audit & Admission 2023

Date of Meeting: 2/6/2023

Time: 11am

Venue: IQAC Office

To: Principal




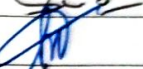




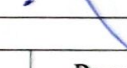
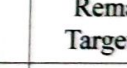
CC: Coordinator & Members

Date of issue: 2/6/2023

Ref: COMM/IQAC(C)/10


Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	
4	Dr. Smitha K.M -Member	
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.K.-Member	
7	Dr. Sangeetha C P-Member	
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	
10	Dr. Hidayathullah-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 11am		
	Agenda 1. Convocation-2023 2. Placement Drive-2023 3. KTU Audit 4. Admission-2023		
	Discussion & Decisions taken. 1. Dr Reena briefed the committee regarding the Convocation-2023 (Arohana) including guest & awards to best outgoing students.	Dr Reena (Coordinator)	20/6/23
	2. Prof Veena briefed the committee about the placement drive.	Prof Veena	15/6/23
	3. Dr Bijesh briefed the committee about the college specific documents and faculty assigned for updating each document	Dr. Bijesh	July
	4. Prof Veena briefed about the status of Admission 2023	Prof Veena	August

 Dr. Bijesh Paul